

REDACTED

From:  
To:  
Cc:  
Subject: RE: NITE DRILL  
Date: Wednesday, April 29, 1998 12:28AM

16. remember to take the employee computer down so it will update...
17. Put the 41 end of day report in mailbox and put the D/E numbers in the D/E book make sure shows you where these are...thanx...
18. Remember E- mail and leave the hourly number sheet on desk...
- throw away the first E-mail this has additions , so read this one...I will print a copy and leave on your desk...mt

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From:  
To:  
Cc:  
Subject: NITE DRILL  
Date: Tuesday, April 28, 1998 11:45PM



1. Turnaround...team are off tomorrow... will do back up is the point person .... They pull all of the stripe and white out of bulk for the packers. Make sure that this happens inspect yourself and talk to the packers.... Make sure that all silver stripe and white pans are cancelled in D/C starting at 4pm.. Go into D/C area and tell them to divide the white and silver stripe pans and to cancel all..Go back right before 5:30 and make sure all are cancelled....Constant motion is the key move all L/G and all beehive work. Talk to the entire beehive area making sure they are moving the white and silver stripe...You will need to walk the pharmacy continually making sure that all white and silver stripes are processed ....Check with S/S mgr to make sure that all of the Bulk and CR old work is processed.. Check FP , CR, Narc Room at 2:30...Look at every cart, moving all white and silver stripe to next location...Look at all of the SOBA area and move work to the Soba workers..Checkx the horseshoe area ..sometimes work gets overlooked in these areas..Look in all of the cubbys in the empty checking stations...Make sure that old work is moved from empty checking stations to occupied stations..
2. Ratio..check ratio every hour make sure at the 3pm meeting that the ratio is taken care of and any NP needed is communicated to you....Hourly numbers off the 41 report should be recorded... will do this for you till she leaves..She will show you where and what..
- 3..Walk thru D/E continually .. will check in all T/C ..Make sure that all 5:30 Rph are checked in...
- 4.Note SUR and, P/P should also cancel all white and silver stripes at 4pm....
5. Go upstairs and check with the C/S reps down by office..they are processing the C/S edit pans striped orders..make sure that ALL of the silver stripes are processed and brought to the floor.. T/A team knows where these pans are...
- 6.Post 7pm, 9pm 11 pm numbers thru the evening so people can check the board for progress..
7. Watch Ques in all areas and count Coding, D/E and Dur and carts for checking for end of day report.. Post the schedule for the following day when posting the 11 pm numbers..
- 8.Make announcements about the turnaround colors for the day...Talk to people and let them know to contact a T/A memeber or you if they have trouble processing a order.....
9. I gave my computer sign ons because my computer stays up till after midnight...She and will get with you...I go off a previous Nite report ...and remove old news and enter new news, will show you....

10.They will call you for all employee Obra....

11. They will put all inbound calls to 6326...

12. Check with \_\_\_\_\_ to see if he has any issues, flag pans, CR flags, movement of Soba to Tampa 3

13. \_\_\_\_\_ will contact you if he has a problem, accident report etc...

14. \_\_\_\_\_ will give you a list of any changes etc..

15 . Have a great NITE.....